

ADMINISTRATIVE - INTERNAL USE ONLY

16 OCT 1969

3 October 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-7

SUBJECT : Control of Applicant Files

RESCISSION: OFM 20-801-20 dated 13 August 1958

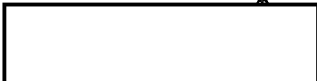
1. The Staff Personnel Division is responsible for the control of all applicant papers including letters, resumes and complete application forms. Such papers are received and recorded in the Correspondence and Applicant Records Branch except for clerical application forms which are sent directly to the Clerical Staffing Branch where they are similarly recorded.

2. Complete applicant files except those of clerical positions are sent to the Professional Selection Branch for listing and cataloging in the Skills Bank or for direct routing to interested components in appropriate circumstances. Files referred to components from the Skills Bank are under strict control and are sent with a specific return date indicated. Overdue files are listed in a delinquent files report and follow-up action is taken to have them returned.

3. When the review of applicant files is complete those which have not been put in process are recharged from the Skills Bank to the Correspondence and Applicant Records Branch for the preparation and dispatch of reject letters and for retention or disposition under Applicant File Section control.

4. Resumes are referred by the Correspondence and Applicant Records Branch to the Recruitment Division for a determination as to whether field recruitment action or reject letters are appropriate in each case.

5. The Chief, Correspondence and Applicant Records Branch determines appropriate action on incoming letters based upon a review of their content.


Robert S. Wattles
for Director of Personnel

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